



EXPERIENCE. INTEGRITY. CHOICE.
Success.



RELATIONSHIPS MATTER

Manual

October 8, 2022

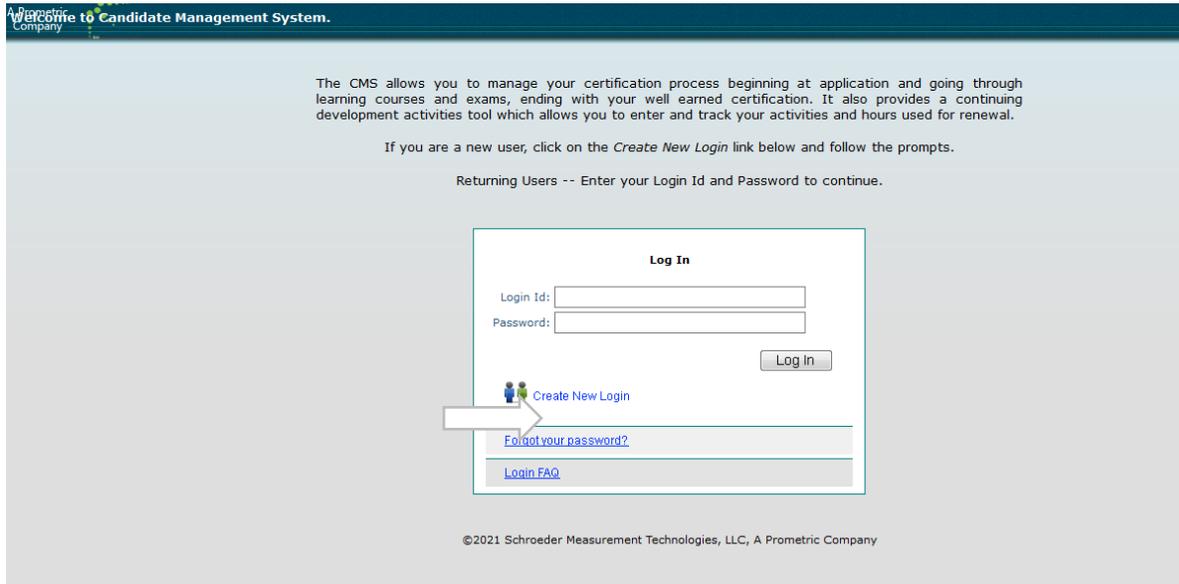
Application Submission Process

ASBOG Application Submission Process

To complete the approval of an ASBOG application, please complete the following steps:

1. You will click on this link and need to create a new login

https://www.smttest.com/candidatemanagementsystem/cplogin.aspx?cms_cid=590



Welcome to Candidate Management System.

The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal.

If you are a new user, click on the *Create New Login* link below and follow the prompts.

Returning Users -- Enter your Login Id and Password to continue.

Log In

Login Id:

Password:

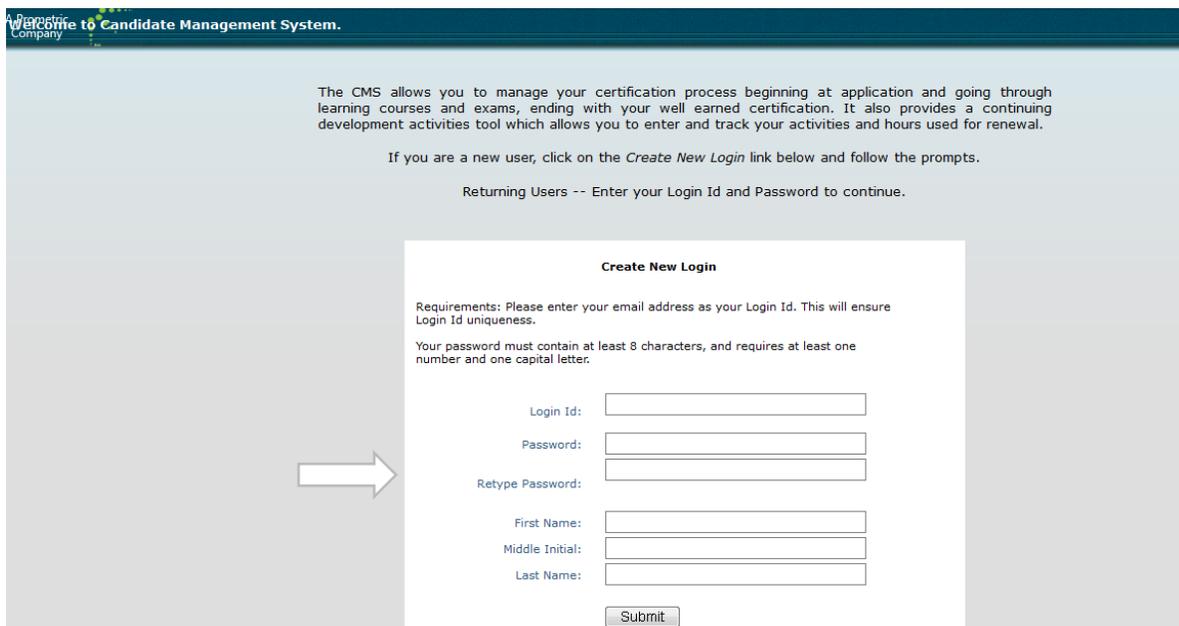
[Create New Login](#)

[Forgot your password?](#)

[Login FAQ](#)

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2. You will need to create a user ID (your email address), create a password, enter First and Last Name. Then click Submit at the bottom.



Welcome to Candidate Management System.

The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal.

If you are a new user, click on the *Create New Login* link below and follow the prompts.

Returning Users -- Enter your Login Id and Password to continue.

Create New Login

Requirements: Please enter your email address as your Login Id. This will ensure Login Id uniqueness.

Your password must contain at least 8 characters, and requires at least one number and one capital letter.

Login Id:

Password:

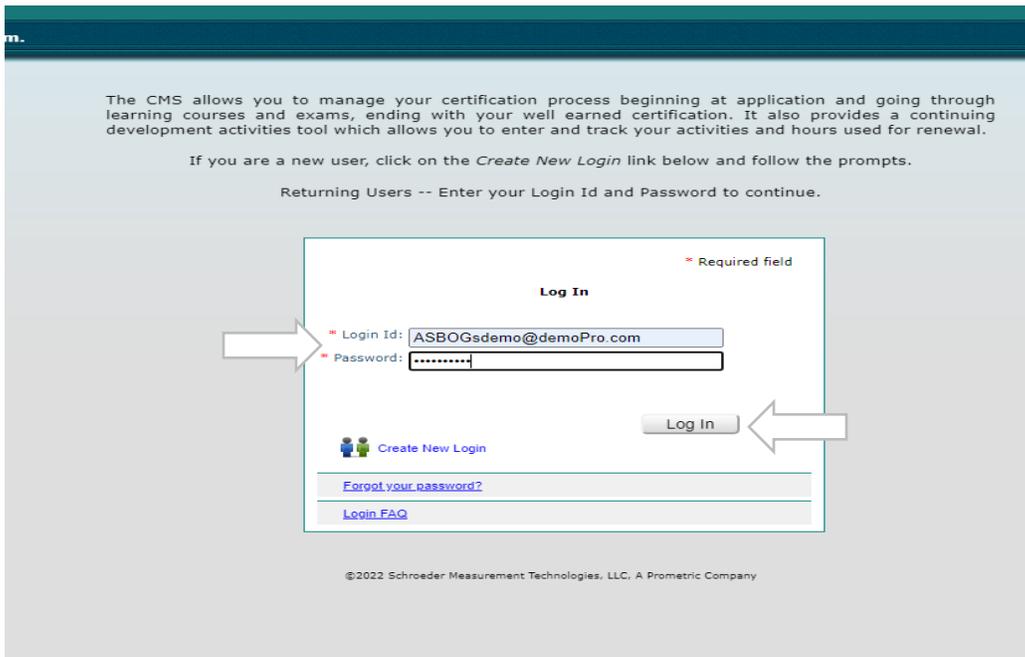
Retype Password:

First Name:

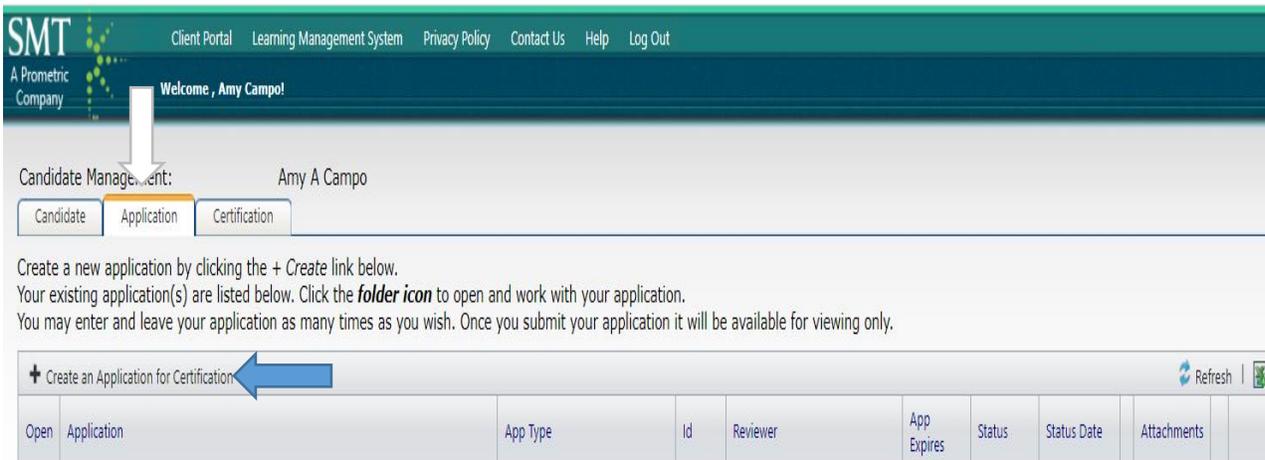
Middle Initial:

Last Name:

3. Enter the password you just created in the password box and click Log-In.



4. Once logged in, you will need to click the Application tab at the top. Then click the Create an Application for Certification.



- Then you will go to Application in the center of the screen, click the dropdown and choose the ASBOG Application and then click Save.

Candidate Management: Asbogsampledemo118 Asbogdemosample118

Candidate Application

Create a new application by clicking the + Create link below. Your existing application(s) are listed below. Click the **folder icon** to open and work with your application. You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

+ Create an Application for Certification Refresh

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments	Download
<p><i>Please Note: To renew a certification, click on the Certification tab.</i></p> <p>Your available new applications are listed below. Please select an application.</p> <p>After saving your selection, your new application will appear in your application grid.</p>									
<p>Application: <input type="text" value="ASBOG - ASBOG Certification"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>									

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- Your application is now displayed under the application tab. Click the folder to the left of the application name to begin the process.

A Prometric Company Welcome Asbogsampledemo118 Asbogdemosample118!

Candidate Management: Asbogsampledemo118 Asbogdemosample118

Candidate Application

+ Create an Application for Certification Refresh

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments	Download
	ASBOG Examination Application for the Geology Boards - ASBOG	Certification	880068			In Process	11/8/2022		

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- This will bring you to the first page of the application. The application must be completed in its entirety prior to being approved to sit for the exam. Follow the directions on each screen to proceed to the next page.

Candidate Management: Asbogsampldemo118 Asbogdemosample118

Candidate Application

You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

Application: ASBOG Examination Application for the Geology Boards - ASBOG

Download Close App

Introduction Demographics State Board Exam Selection Accommodations Upload Accommodation App... Attestation Submit Thank You

Mandatory fields are marked with an asterisk *

PROMETRIC

This application is available for candidates wishing to sit for the FG and PG Geology Exams. You must complete the entire application to be eligible to sit for the exams. Please note, the completion of this application and the FG and PG exams does not mean you will be licensed by your state. You will need to contact you state board to complete the process and determine next steps.

Next

- Complete all Tabs in the Application.

Candidate Management: Asbogsampldemo118 Asbogdemosample118

Candidate Application

You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

Application: ASBOG Examination Application for the Geology Boards - ASBOG

Download Close App

Introduction Demographics State Board Exam Selection Accommodations Upload Accommodation App... Attestation Submit Thank You

Mandatory fields are marked with an asterisk *

PROMETRIC

By clicking submit, you are affirming all information provided in this application is accurate. Please click Submit to proceed.

Submit

Previous

- Once you successfully complete your application you will see Approved in the status box. Once submitted, you are not permitted to change the information in the application.

Candidate Management: Asbogsampldemo118 Asbogdemosample118

Candidate Application

You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments	Download
	ASBOG Examination Application for the Geology Boards - ASBOG	Certification	880068			Approved	11/8/2022		Download

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10. Once you have successfully completed your application, you will receive two emails. The first will be an Application Approved Email and the second will be a Preliminary Scheduling Approval Email. You are now done with the application process and will need to wait for the Final Scheduling Approval Email.